

ICPC WORKFLOW

For cases from Wisconsin to another State:

1. The County will access and complete the CFS-100A (Placement Request Form) in eWiSACWIS by clicking on Create > Case Work > ICPC > CFS-100A. The second and third page of the CFS-100A have been modified to include a foster care and an adoption checklist of items the county worker needs to complete in order to submit the request to the State ICPC Office. Once the CFS-100A is complete, it should be printed and signed. **NOTE:** THREE copies of the complete paper packet must still be sent to the State ICPC Office for processing. Completing the work in eWiSACWIS alone is not sufficient for them to begin processing your request.
2. The State ICPC Office will then review the request and if all required materials are completed they will create an assignment for themselves to the case and create an ICPC Record for each appropriate child in eWiSACWIS.
3. As information becomes available to the State ICPC Office they will document it in the child's ICPC Record. The County worker can view the ICPC Record of the child at any time to see the status of the request; however, county workers will not have security to make updates.
4. If the other state approves a placement resource for your child and you will be using that placement resource you must complete a CFS-100B (Report on Placement) template in eWiSACWIS, then print off, sign and submit the paper copy of the form to the State ICPC Office. The CFS-100B is accessed in eWiSACWIS via Create > Case Work > ICPC > CFS-100B.
5. It is also necessary to document the out-of-state placement within eWiSACWIS and continue to forward a copy of the child's Permanency Plan and any other pertinent case updates to the State ICPC Office so they can be forwarded on to the appropriate worker in the supervising state. This child will still count in the State of Wisconsin's AFCARS reports so it is necessary to continue all case planning and documentation in eWiSACWIS as appropriate.
6. If there are any changes in the child's placement or the child's case is legally being transferred to the other state it will be necessary to complete a CFS-100B (Report on Placement) in eWiSACWIS, print off, sign, and send to the State ICPC Office so they can make any necessary updates to the case or close it if appropriate.
7. It is important to note that a case cannot close as long as there is an open ICPC Record for a child within that case. In order for the case to close it will be necessary to keep the State ICPC Office informed of all changes so they can make updates to their records in a timely manner.

For cases from Another State to Wisconsin:

1. When another state submits an ICPC request to the State of Wisconsin the paper packet is sent to the State ICPC Office in Madison.
2. The staff in the State ICPC Office will complete an ICPC Services Report and then will either link it to an existing case or create a new case in eWiSACWIS.
3. If the case is already open with a county the State ICPC Office will e-mail the county supervisor and inform them of the linked ICPC Services Report so appropriate action can be taken.
4. If the case is not open or did not previously exist in eWiSACWIS the State ICPC Office will create an assignment to the case for the County Supervisor.
5. The County supervisor will then assign an appropriate county worker to the case and the worker should complete the necessary work as requested in the ICPC Services Report. The following templates are found in eWiSACWIS:
 - a. Relative/ Parent Home Study
 - b. Foster Family Assessment
 - c. Quarterly Supervision Report
6. It is important to note that a case cannot close as long as there is an open ICPC Record for a child within that case. In order for the case to close it will be necessary to keep the State ICPC Office informed of all changes so they can make updates to their records in a timely manner.

* Please note that the contact for the ICJ cases is Lori Pendleton. She can be reached at 608-240-5931. Her mailing address is: DOC/DJC, 3099 E. Washington Ave., Madison, WI , 53704.